

CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA

June 30, 2021 at 2:00 p.m. via Zoom platform

Dial by your location

+1 929 436 2866 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
888 475 4499 US Toll-free
877 853 5257 US Toll-free

Meeting ID: 912 7611 3001

1. Request to Rescind Resignation

The Commission has received a request from Mr. Mario Pecirep to rescind his resignation as a Police Officer from the Bridgeport Police Department.

2. Request to Rescind Resignation

The Commission has received a request from Ms. Chealsey Ortiz to rescind her resignation as a Police Officer from the Bridgeport Police Department.

3. Personnel Director Updated Job Description

An updated job description for the position of Personnel Director has been submitted for the Commission's approval.



ERIC M. AMADO
Acting Personnel Director

CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL * 45 LYON TERRACE * BRIDGEPORT, CONNECTICUT 06604-4023 * (203) 576-7103 * Fax 576-7102

Commissioners

RICHARD P. RODGERS
MELVA FALBERG
PAUL GRECH
GAIL M. BUCCINO

June 23, 2021

Mario Pecirep
12 Tracy Terrace
Seymour, CT 06483

Dear Mr. Pecirep:

Your request to withdraw your resignation as a Police Officer with the City of Bridgeport is on the agenda for the special meeting of the Civil Service Commission scheduled for Wednesday, June 30, 2021 at 2:00 p.m. The meeting will be held virtually.

You are invited to attend. The sign on details will be provided to you via email in advance of the meeting.

Yours truly,

Eric M. Amado
Acting Personnel Director

/djb

cc: Rebeca Garcia, Acting Police Chief
Cynthia Kapral

Mario Pecirep

06/04/2021

203-297-0665

Mpecirep17@gmail.com

Good Afternoon To Whom It May Concern,

I am writing this letter in request to return to the Bridgeport Police Department. I Resigned on 06/01/2021, and I am seeking reinstatement back as a Bridgeport Police officer respectfully.

So Pursuant to section 210 of the City of Bridgeport Charter, I am withdrawing my resignation as a police officer for the City of Bridgeport and respectfully request my immediate reinstatement to my position as a Bridgeport Police Officer without a break in service.

Thank you for your time.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Mario Pecirep', with a stylized flourish at the end.

Mario Pecirep
DOB 11/10/1993



City of Bridgeport
DEPARTMENT OF POLICE

300 Congress Street • Bridgeport, Connecticut 06604 • (203) 581-5111 • Fax (203) 576.8130

Rebeca Garcia
Chief of Police

Dear Chief Garcia,

It saddens me to inform you that I am submitting my two weeks notice of resignation from the Bridgeport Police Department. My final day of work will be 06/01/2029 and I be will be resigning as of 06/02/2021 with the Bridgeport Police Department. Thank you for everything and god bless.

Respectfully Submitted,

Officer Mario Pecirep

Start work 2/29/16



ERIC M. AMADO
Acting Personnel Director

CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL * 45 LYON TERRACE * BRIDGEPORT, CONNECTICUT 06604-4023 * (203) 576-7103 * Fax 576-7102

Commissioners

RICHARD P. RODGERS
MELVA FALBERG
PAUL GRECH
GAIL M. BUCCINO

June 23, 2021

Chealsey M. Ortiz
146 Sunflower Avenue
Stratford, CT 06614

Dear Ms. Ortiz:

Your request to withdraw your resignation as a Police Officer with the City of Bridgeport is on the agenda for the special meeting of the Civil Service Commission scheduled for Wednesday, June 30, 2021 at 2:00 p.m. The meeting will be held virtually.

You are invited to attend. The sign on details will be provided to you via email in advance of the meeting.

Yours truly,

Eric M. Amado
Acting Personnel Director

/djb

cc: Rebeca Garcia, Acting Police Chief
Cynthia Kapral

June 4, 2021
Chief Rebeca Garcia
City of Bridgeport Police Department
Bridgeport, Connecticut 06604

Re: Resignation Withdrawal Request

Ma'am,

I am writing this letter in request to return to the Bridgeport Police Department. Pursuant to Section 210 of the City of Bridgeport Charter, I am withdrawing my resignation as a Police Officer for the City of Bridgeport. I respectfully request my immediate reinstatement to my position as a Bridgeport Police Officer without a break in service.

Thank you in advance for your consideration.

Respectfully Submitted,
Chealsey M. Ortiz
Phone: 203-816-1651
Email: Cmortiz101@gmail.com



City of Bridgeport
DEPARTMENT OF POLICE

300 Congress Street • Bridgeport, Connecticut 06604 • (203) 581-5111 • Fax (203) 576.8130

Rebeca Garcia
Chief of Police

To: Chief Rebeca Garcia

Thru: Lieutenant Paul Grech

Thru: Sergeant Jason Amato

From: Officer Chealsey M. Ortiz

Date: May 20, 2021

Re: Resignation

Ma'am,

Please accept this letter as formal notice of my resignation from position of Police Officer with the City of Bridgeport. My last day of work will be June 1, 2021.

Thank you for the support and the opportunities that you have provided me during the last five years. I have truly enjoyed my tenure with the City of Bridgeport Police Department.

I will do everything I can to ensure that the transition is as smooth as possible for the Bridgeport Police Fusion Center. Over the next two weeks, I will be dedicated to making sure that all of my duties are completed to date. Furthermore, I am more than willing to assist in any training that may be necessary.

Once again, I would like to thank you for the opportunity for allowing me to serve the City of Bridgeport. I wish everyone at the Bridgeport Police Department a safe and healthy career.

Respectfully Submitted,

Officer Chealsey M. Ortiz #10

Start
WOM 2/29/16

JOB DESCRIPTION

Job Title: **Personnel Director** (40 Hours)
Department: Office of the Civil Service Commission
Union: Bridgeport City Supervisor Association (BCSA)
Job Class Code: 1510

GENERAL STATEMENT OF DUTIES:

Under general administrative direction of the Civil Service Commission, and with secondary reporting to the Chief Administrative Officer, performs professional public personnel management work of a difficult and responsible nature in administering a personnel management program for the classified service of the City of Bridgeport in accordance with Chapter 17 of the Bridgeport City Charter, the City of Bridgeport Civil Service Commission Rules, and all applicable Federal, State and municipal laws, rules, and regulations; and for furnishing personnel management services to the several departments and agencies. The Personnel Director serves as the Secretary to the Civil Service Commission and is the Director of the Office of the Civil Service Commission. Performs related work as required.

SUPERVISION EXERCISED:

The Personnel Director is the first-level supervisor of the following positions: Personnel Examiner, Administrative Assistant and Clerk to the Civil Service Commission, Payroll Clerk II, and Accounting Clerk; and may supervise such examiners, investigators, clerks and other personnel as necessary to carry out the provisions of Chapter 17 of the Bridgeport City Charter.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

1. Makes decisions and recommendations to the Commission regarding the allocation and reclassification of positions, and the development, consolidation, and abolishment of classifications within the classified service.
2. Makes decisions and recommendations to the Commission regarding changes to the City's pay structure, including establishing compensation for new classifications and changes to compensation for existing classifications in accordance with Chapter 17 of the City's Charter, Civil Service Rules, and union contracts.
3. Evaluates minimum qualifications, criteria for background checks, and other factors for determining applicant qualifications and potential disqualification, to ensure the selection of qualified applicants for positions in the classified service in accordance with Chapter 17 of the City's Charter and Civil Service Rules.
4. Reviews the payroll for all positions in the classified service, including verifying employee names, salaries, and services performed, in order to certify the payroll on behalf of the Commission.
5. Provides the Civil Service Commission with the names of individuals at the highest position on employment or reemployment lists for the Commission to approve, and certifies same to the appointing authority at the direction of the Commission.

6. Attends meetings of the Civil Service Commission as the Secretary to the Commission, including leading the proceedings and recording the Commission's official actions.
7. Prepares regular updates and reports for the Civil Service Commission and conducts research and completes special projects for the Commission as directed.
8. Researches policies, procedures, laws, City Charter, Civil Service Rules, and union contracts to make decisions and solve problems, and collaborates with the City Attorney to interpret the intent, meaning, and scope of specific laws, rules, regulations, codes, or policies to determine their applicability to specific issues.
9. Reviews decisions, actions, or plans to identify potential violation of Chapter 17 of the City's Charter, Civil Service Rules, laws, or policies; and develops remedies to reestablish and maintain compliance.
10. Performs long-term planning of department activities as part of the implementation of strategic plans and objectives.
11. Works with the City Attorney and Office of Labor Relations to analyze changes to laws, regulations, and union contracts to determine relevance for, or potential effect on, City employment practices.
12. Gives presentations and answers questions before the Commission, City Council, Mayor's administration, community organizations, members of large applicant pools, or other groups, to communicate issues, findings, and recommendations, and to provide requested information.
13. Participates in hearings (e.g., mediation conferences, Civil Service Commission hearings, etc.) as a representative of the City and/or Commission to provide information, investigation findings, or recommendations, including providing legal testimony in court.
14. Prepares a variety of documents (e.g., email, meeting summaries, memos, letters, briefing documents, statistical and narrative reports, etc.) to answer questions, obtain information, give policy guidance, and document findings, decisions, and recommendations using word processing, email, spreadsheet, and database programs.
15. Oversees staff conducting classification and compensation work, including making determinations regarding position allocation and reclassification, and the implementation of compensation policies, to ensure the work complies with Chapter 17 of the City's Charter, Civil Service Rules, and union contracts.
16. Oversees staff conducting recruitment and selection activities, including posting recruitment announcements and screening job applications, and developing and administering hiring exams, to ensure the hiring processes for positions within the classified service comply with Chapter 17 of the City's Charter and Civil Service Rules.
17. Delegates work and establishes priorities for staff, and alters work plans and schedules as needed to meet changing priorities of work objectives, resources, and/or workload demands, and to ensure the department's work is completed in a timely and efficient manner, and in accordance with mandated timelines.

MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- College graduation with a degree in personnel administration, public administration, or related field.
- At least ten years of professional personnel management experience, of which five years shall have been in the public service, with extensive experience in the area of recruitment, selection

and examinations, or any equivalent combination of education and experience.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The purpose, intent, and meaning of Chapter 17 of the Bridgeport City Charter and City of Bridgeport Civil Service Commission Rules to investigate and review various employment issues and practices, make recommendations, identify actions or corrections needed to ensure compliance, and otherwise carry out the provisions of Chapter 17 and the Civil Service Rules.
- The purpose, purview, and functioning of the Bridgeport Civil Service Commission to support the Commission in its role of enforcing Chapter 17 of the City's Charter and the City's Civil Service Rules.
- The role, responsibilities, and functioning of the Office of the Civil Service Commission to ensure the department is effective in supporting the Civil Service Commission and enforcing the provisions of Chapter 17 of the City Charter and the Civil Service Rules.
- Merit system principles and practices to ensure that the City's hiring and promotional practices are open, competitive, and fair, and that employment decisions are based on merit and free of political influence or other nonmerit factors.
- Federal Civil Rights Laws (e.g., Title VII of the Civil Rights Act of 1964, ADEA) to ensure City practices are in compliance, and to investigate complaints of discrimination.
- The purpose, functions, and organizational structure of the City's departments to analyze issues, make recommendations, and provide guidance to staff and management of the departments related to various employment practices.
- Current social and political issues affecting the City of Bridgeport, and the unique perspectives, priorities, and influence of the various cultural groups within the City to help guide problem solving, decision making, and communication.
- The principles and practices of personnel administration to carry out the provisions of Chapter 17 of the Bridgeport City Charter, and oversee staff performing administrative work of the department and Civil Service Commission.
- The principles and practices of policy development to ensure policies support the goals of the department in carrying out the provisions of Chapter 17 of the City's Charter and the Civil Service Rules.
- The principles and practices of job classification to make decisions and recommendations related to the establishment and maintenance of the City's classification plan, and to oversee staff conducting classification work.
- The principles and practices of employment compensation to make decisions and recommendations regarding the implementation of the City's pay policies, and changes to the City's pay structure; and to oversee staff performing compensation work.
- The principles and practices of employment selection to evaluate minimum qualifications, criteria for background checks, and other factors for determining applicant qualifications, and to oversee staff developing and administering examinations and performing other employment selection work.
- The principles and practices of employment recruiting to identify sources of potential job candidates and

develop and implement methods to solicit applicants, and to oversee staff performing recruiting work.

Skill to:

- Identify the specific information needed to investigate an action, solve a problem, or make a decision, including interpreting the intent, meaning, and scope of specific rules or policies, and compiling the information from multiple sources.
- Investigate complaints by citizens or employees to determine appropriate response, and to identify the corrective actions needed to maintain compliance with rules, policies, and union contracts.
- Evaluate potential decisions or courses of action to identify risk of violating Chapter 17 of the City's Charter, Civil Service Rules, laws, or policies.
- Evaluate classification, compensation, and selection/hiring programs, policies, or actions to determine whether they comply with policies, laws, rules, regulations, or standards.
- Develop new classifications based on department needs, including determining responsibilities, duties, reporting relationships, qualifications, etc.
- Determine the proper allocation of positions to specific classes by considering responsibilities, duties, tasks, required qualifications, and relationship to other classes, ensuring conformity with Chapter 17 of the City's Charter, Civil Service Rules, and best practice.
- Review compensation decisions (e.g., pay rate, overtime, back pay, reimbursement, etc.) to ensure compliance with policies and procedures, Chapter 17 of the City's Charter, Civil Service Rules, and union contracts.
- Develop compensation for new classifications or positions by determining the appropriate level within the City's current compensation structure, comparing responsibilities, duties, and requirements to other positions, consulting outside sources (salary surveys, other municipalities), etc.
- Evaluate minimum qualifications, criteria for background checks, and other factors for determining applicant qualifications and potential disqualification, to ensure the selection of qualified applicants for positions in the classified service in accordance with Chapter 17 of the City's Charter, Civil Service Rules, and union contracts.
- Assess the effectiveness of current programs, policies, or procedures to identify changes necessary to improve the efficiency or effectiveness of the department.
- Analyze changes to laws, regulations, or union contracts to determine relevance for, or potential effect on, City employment practices.
- Facilitate meetings to ensure the effective exchange of information, soliciting participation from attendees when appropriate, and keeping attendees on task relative to the goals of the group.
- Give formal presentations to convey information to groups of employees, management, City officials, union groups, the public, etc., including making persuasive and convincing arguments for recommendations, decisions, or actions.
- Write in English to ensure effective and clear communication and proper composition of a variety of

documents (e.g., email, meeting summaries, memos, letters, briefing documents, statistical and narrative reports, etc.) to answer questions, obtain information, give policy guidance, and document findings, decisions, and recommendations.

- Use word processing, email, spreadsheet, and database programs to obtain, analyze, document, and communicate information.
- Plan, guide, and monitor the work of staff, including establishing performance expectations, reviewing staff work products, and providing feedback, coaching, and training.
- Prioritize and organize a large volume of projects and tasks to manage time effectively and complete work within required or desired timelines and develop alternate work plans and strategies in response to changing priorities, problems, or setbacks.
- Prepare estimates of future expenditures, personnel or equipment/technology expenses, program costs, etc., to assist in financial forecasting/planning and budget development.

Ability to:

- Identify and keep up to date on key national, state, and local economic, political, and social issues that affect the City or certain segments of the population.
- Consider the future implications and consequences of current decisions and courses of action.
- Apply policies, laws, rules, regulations, or standards, to a specific situation or set of facts to solve problems and make decisions and recommendations.
- Make decisions and recommendations regarding special issues or problems for which the guiding policies, rules, or regulations are ambiguous or do not specify a clear course of action, or for which there is little or no guiding precedent.
- Develop innovative solutions for complex or non-routine problems by applying advanced expertise.
- Communicate in a clear, honest, and direct manner to ensure others understand one's ideas, opinions, recommendations, and decisions, and listen attentively to others to fully understand what they are saying.
- Speak with authority and persuasiveness in a way that inspires confidence without creating antagonism.
- Provide positive motivation to others through actions and demeanor.
- Encourage others to learn from their experiences and apply the knowledge gained to improve performance, problem solving, and decision making.
- Maintain composure in the face of competing or conflicting demands, interruptions, and distractions, and accept unfavorable decisions, outcomes, or opinions of others, and not let them negatively affect job performance or interactions with others.
- Continuously apply knowledge gained from work experience to current decision making and work methods to help improve one's own effectiveness.
- Change one's own previously held beliefs or opinions in the light of new information.

- Understand one's own limitations and evaluate the effectiveness of one's own actions, and use that information to drive self-improvement.
- Show a commitment to professional development, including accepting job-related or other feedback in a positive and constructive manner, and striving to develop and acquire new knowledge and skills.
- Inspire confidence and trust in those contacted in the course of work through one's actions, motives, and expertise, and by interacting with others in a fair, respectful, and non-judgmental manner.
- Remain calm, courteous, and professional when dealing with individuals who are emotional, adversarial or hostile.
- Understand how one's own attitude and demeanor affects others, and consider this when responding to situations and interacting with others.
- Develop and maintain mutually beneficial relationships and work cooperatively with others, demonstrating a commitment to achieving shared goals and objectives, and showing genuine interest in the opinions and concerns of others.
- Act in the best interest of the City and the Civil Service Commission despite pressure from multiple competing individuals or groups.
- Understand the unique perspectives of various cultural groups within the City of Bridgeport, and what each group considers to be most important for the well-being and growth of the City and its citizens.
- Build and maintain relationships with citizens, government officials and appointees, cultural and community groups, labor groups, etc., to help garner support for ideas, decisions, or actions, and to mitigate conflicts.
- Demonstrate sensitivity, acceptance, and open-mindedness when dealing with different values, beliefs, perspectives, customs, or opinions.
- Understand others' motives or personal agendas, and use this information to interact in the most tactful and politically sensitive way for the situation.
- Act consistently in a manner that reflects positively on the department, Civil Service Commission, and the City.
- Uphold merit system principles in decisions and actions related to recruitment, selection, retention, pay, and other treatment, despite outside personal or political influence or pressure.
- Ability to maintain the confidentiality of sensitive and confidential information obtained through the course of work.
- Abide by a strict code of ethics and behavior and choose the right course of action, including identifying ethical dilemmas and conflicts of interest, and taking action to avoid or prevent them, and resisting outside pressure to use one's own official authority or influence in a way that would violate merit principles, laws, rules, and regulations.

DESIRED KNOWLEDGE AND SKILLS:

- Knowledge of the purpose, intent, and scope of Title 7, Chapter 113 of the Connecticut General Statutes,

to ensure City employment practices are consistent with State law regarding municipal employees.

- Knowledge of the federal Uniform Guidelines on Employee Selection Procedures to ensure City selection practices are in compliance.
- Knowledge of State of Connecticut wage and hour laws to ensure City pay practices (e.g., minimum wage, overtime, leave pay, severance, etc.) are in compliance.
- Knowledge of the history of the City of Bridgeport related to its economy, labor market, and governance; and the development, influence, and interaction between various cultural groups.
- Skill to conduct training needs assessments to determine the level and type of training needed by staff.
- Skill to perform long-term planning as part of the development or implementation of strategic plans.

PHYSICAL DEMANDS:

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to lift and carry objects weighing up to 25 pounds such as boxes of test materials, files, or other documents.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended to be a fair representation of the "typical" demands of the position.

CLASS TITLE: PERSONNEL DIRECTOR**1. Duties that are characteristic as to type and level:**

Professional public personnel management work of a difficult and responsible nature in administering a personnel management program for a medium sized city in accordance with an established civil service law, and for furnishing personnel management service to the several departments and agencies; related work as required; performed under general administrative direction.

2. Typical tasks or assignments:

Serves as secretary to the Civil Service Commission; supervises and directs the work of the personnel department staff; has responsibility under the charter for all recruitment, selection (including examination), determination of appointment and promotion eligibility, classification and compensation, merit rating, and all other personnel management functions pertaining to the classified service of the city which includes all positions except those filled by appointment or popular election. Has responsibility for checking and certifying payrolls to insure proper payment of personnel in accordance with established rules; administers the rules and regulations of the Civil Service Commission, and the provision of the civil service law; maintains, administers, and recommends changes as required in an established plan of classification and compensation.

3. Minimum qualification requirements:**a. As to education, training, and experience:**

College graduation with a degree in personnel administration, public administration, or related field.

At least ten years of professional personnel management experience, of which five years shall have been in the public service, with extensive experience in the area of recruitment, selection and examinations, or any equivalent combination of education and experience.

b. As to special knowledge ability and skill:

Thorough knowledge of modern personnel management practices and procedures, particularly as applied to the public service.

Thorough knowledge of local, state and federal laws and regulations concerning examinations for public employment.

Thorough knowledge of examination practices and techniques.

Thorough knowledge of, and sympathy with, the principles, purposes, and practices of the merit system.

Thorough knowledge of the principles of position classification, and salary administration.

Thorough knowledge of merit rating practices.

Executive ability.

CLASS CODE: 1510

CLASS TITLE: PERSONNEL DIRECTOR, Continued:

Ability to meet and deal effectively with people.
Tact, integrity; good judgment; facility of oral and written
expression.